



VIP PASSPORT SERVICES, INC.

2012 Louisiana Street
Houston, Texas 77002
713-659-8472 1-800-856-8472 Fax 713-659-3767
Website: www.vippassports.com Email: info@vippassports.com

NOTICE:

Consulate Fees Increase for All Non-American Passport Holders

EFFECTIVE WEDNESDAY, OCTOBER 5, 2016, THE SAUDI CONSULATES AND EMBASSY HAS INCREASED CONSULATE FEES FOR ALL APPLICANTS HOLDING A NON-AMERICAN PASSPORT. APPLYING FOR ANY "VISIT"-TYPE VISAS (*I.E. - COMMERCIAL, WORKING, FAMILY*). BELOW IS AN ESTIMATE OF THE NEW FEES AND IS SUBJECT TO CHANGE WITHOUT NOTICE.

SINGLE ENTRY	<u>\$ 600.00</u>
6 MONTH MULTIPLE ENTRY	<u>\$ 800.00</u>
12 MONTH MULTIPLE ENTRY	<u>\$1,400.00</u>
24 MONTH MULTIPLE ENTRY	<u>\$2,200.00</u>

***IT IS IMPERATIVE THAT ALL PAPERWORK IS ACCURATE PRIOR TO COMPLETING THE ONLINE ENJAZ AND PAYMENT OF VISA FEES IS MADE AS ALL CONSULATE FEES ARE NON-REFUNDABLE.**

VIP PASSPORT SERVICES, INC.

Specializing in Visas, Passports, Document Legalization and Translations



NEW VISA FEES

NO.	NATIONALITY	VISA FEE			
		ENTRY VALIDITY (SINGLE ENTRY)	MULTIPLE ENTRY		
			6 MONTHS	1 YEAR	2 YEARS
1	U.S.A	MULTIPLE ENTRY VALID FOR 5 YEARS SR400			
2	BRITISH	510	510	1950	1950
3	SCHENGEN COUNTRIES	250	250	250	250
4	TURKEY	225	225	5000	8000
5	OTHER NATIONALITIES	2000	3000	5000	8000

*ALL FEES PRICE IN SAUDI RIYALS.



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ATTENTION:

THE SAUDI CONSULATE HAS VERY SPECIFIC GUIDELINES FOR EACH TYPE OF VISA THEY OFFER. TO ENSURE THAT WE ARE ABLE TO PROVIDE THE MOST ACCURATE INFORMATION AND ASSISTANCE. IF IN DOUBT AS TO WHAT TYPE PLEASE FORWARD A COPY OF THE APPROVAL/ADVISE SLIP RECEIVED FROM SAUDI ARABIA TO OUR OFFICE BY EMAIL OR FAX SO THAT WE CAN VERIFY WHAT TYPE OF VISA IS BEING REQUESTED AND SO THAT WE CAN BE SURE WE PROVIDE THE CORRECT LIST OF INSTRUCTION.

THE MOST COMMON VISAS ISSUED BY THE SAUDI ARABIA EMBASSY/CONSULATE ARE AS FOLLOWS:

TYPE OF VISA	ARABIC TRANSLATION	DESCRIPTION
BUSINESS ("COMMERCIAL")	زيارة تجارية	SHORT TERM VISA ISSUED TO BUSINESSMEN, INVESTORS, REPRESENTATIVES OF U.S. COMPANIES, MANAGERS, SALES REPRESENTATIVES, ETC. NO EMPLOYMENT PERMITTED.
WORKING VISIT VISA	زيارة عمل	SHORT TERM VISA FOR TEMPORARY WORK PURPOSES, TYPICALLY NON-BUSINESS.
FAMILY VISIT VISA	زيارة عائلة	SHORT TERM VISA ISSUED TO FAMILY MEMBERS OF THE EMPLOYMENT VISA HOLDER WHO WILL BE WORKING IN OR ALREADY RESIDES IN SAUDI ARABIA. DOES NOT PERMIT APPLICANT TO RESIDE IN SAUDI OR HOLD EMPLOYMENT.
EMPLOYMENT/WORK VISA (BLOCK)	عمل	LONG-TERM VISA ISSUED FOR EMPLOYMENT BY SAUDI ARABIAN COMPANY.
RESIDENT VISA	إقامة	LONG-TERM VISA ISSUED TO FAMILY MEMBERS OF THE EMPLOYMENT VISA HOLDER WHO WILL BE WORKING IN OR ALREADY RESIDES IN SAUDI ARABIA. DOES NOT PERMIT APPLICANT TO WORK IN SAUDI.
GOVERNMENT VISIT VISA	زيارة حكومية	SHORT TERM VISA ISSUED WITH APPROVAL DIRECTLY FROM THE GOVERNMENT. NO VISA FEE, VISA REQUIREMENTS SIMILAR TO "BUSINESS" VISA.

VERIFYING THE TYPE OF VISA REQUESTED WILL HELP ENSURE THERE ARE NO DELAYS IN PROCESSING, SO IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT THE TYPE OF VISA YOU WILL NEED, PLEASE CONTACT OUR OFFICE FOR FURTHER GUIDANCE.

THANKS,

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MEDICAL COVERAGE NOW REQUIRED

Effective Monday, June 20, 2016 the Saudi Consulate now requires medical insurance for all applicants applying for a “visit” visa (i.e. business, work, and family visit) through one of their approved insurance providers. We are still in the learning phase as the consulate has not released any instructions or detailed information regarding this new change. Fees can range from \$20.00 - \$400.00 per applicant and are required to be paid at the time the application is registered with Enjaz. At this time there is no indication on what constitutes the cost for each applicant, once this information is made know to us we will pass it on to you.



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WORK ORDER REQUEST FORM

(RETURN THIS FORM WITH EACH REQUEST)

BILLING INFORMATION:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

RETURN DOCUMENTS TO:

CONTACT: _____
COMPANY: _____
ADDRESS: _____
CITY/ST: _____
PHONE: _____
CELL: _____
FAX: _____
EMAIL: _____

CREDIT CARD INFORMATION:

CARD#: _____
EXP. DATE: _____ CVV#: _____

**SIGNATURE OF CARD HOLDER
REQUIRED:** _____

BILLING INSTRUCTIONS:

YOUR P.O. OR REF#: _____

**AUTHORIZED AMOUNT TO CHARGE MY
CREDIT CARD: US\$** _____

TRAVELERS NAME: _____

DATE OF USA DEPARTURE: _____

DATE OF BIRTH: _____

DATE YOU NEED PASSPORT: _____

VIP RESERVATION/FILE LOCATOR NUMBER: _____

SPECIAL INSTRUCTIONS: _____

HOW DID YOU HEAR ABOUT VIP?

REPEAT CUSTOMER__ INTERNET__ REFERRED__ BY_____ WALK-IN__



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SAUDI ARABIA FAMILY VISIT VISA *NON-U.S. PASSPORT HOLDER*

DOCUMENTS REQUIRED:

VALID SIGNED PASSPORT:	<u>1</u>	APPLICATION (S):	<u>1</u>
PASSPORT TYPE PHOTO (S):	<u>2</u>	DECLARATION	<u>1</u>
FAMILY MEMBER'S IQAMA	<u>1-COPY</u>	TRAVEL ITINERARY:	<u>1-COPY</u>
MARRIAGE CERTIFICATE: SPOUSE	<u>1-COPY</u>	VISA ADVICE SLIP:	<u>1-COPY</u>
BIRTH CERTIFICATE: CHILDREN	<u>1-COPY</u>	RELEASE LETTER:	<u>1</u>

OTHER: PLEASE SEND A CLEAR COPY OF THE FRONT AND BACK OF THE U.S. GREEN CARD OR ORIGINAL U.S. VISA & 1-94(VISIT <https://i94.cbp.dhs.gov/>).

PLEASE FORWARD THIS SHEET AND ALL THE ABOVE REQUIREMENTS TO THE ABOVE LISTED ADDRESS

FEES PER PERSON:

VIP SERVICE FEE: (REGULAR PROCESS)	<u>\$95.00</u>
CONSULATE FEE: (SEE PAGE 4)	<u> </u>
MONEY ORDER: (3% OF THE CONSULATE FEES OR \$6.00 WHICH EVER IS GREATER)	<u> </u>
OTHER FEES: <u>COMPLETE ONLINE APPLICATION (RECOMMENDED)</u>	<u> </u>
*ADD RETURN FEDERAL EXPRESS FEE:	<u> </u>
TOTAL: (NO PERSONAL CHECKS PLEASE)	<u> </u>

*FEDERAL EXPRESS FEES:

PRIORITY LETTER	\$29.00
2-DAY LETTER	\$23.50
3-DAY LETTER	\$19.50
SATURDAY LETTER	\$41.50
1 ST OVERNIGHT DELIVERY	\$75.00

**VISA PROCESSING TIME

REGULAR PROCESSING TIME: 5 TO 7 DAYS

COMMENTS: _____

REVISED: 8-11-2016 (JENN)



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SAUDI ARABIA FAMILY VISIT

PLEASE SUBMIT THE FOLLOWING DOCUMENTS:

- 1.) **SIGNED PASSPORT** – MINIMUM OF 6 MONTHS VALIDITY REMAINING
 - MUST HAVE TWO (2) SIDE-BY-SIDE BLANK VISA PAGES
- 2.) **TWO PASSPORT-TYPE PHOTOGRAPHS (2x2)** – RECENT WITHIN 6 MONTHS
 - WHITE BACKGROUND
 - DARK SHIRT
- 3.) **ONE COMPLETED APPLICATION** *(IF THE HARD COPY OF THE APPLICATION IS NOT COMPLETED IN ITS ENTIRETY, IT COULD CAUSE A DELAY IN THE VISA PROCESS AND INCURE ADDITION FEES TO COMPLETE ON TRAVELER'S BEHALF). THE CONSULATE WILL NOT ACCEPT ANY APPLICATIONS WITH WHITE-OUT OR OTHER HAND-MADE CORRECTIONS. PLEASE BE SURE TO USE OUR TIPS ON COMPLETING THE APPLICATION TO HELP ENSURE THERE ARE NO DELAYS IN SUBMISSION AND/OR PROCESSING. **PLEASE REFERE TO THE NEXT PAGES FOR THE APPLICABLE FORMS FOR EACH EMBASSY/CONSULATE LOCATION.***
- 4.) **SIGNED DECLARATION** *(SEE PAGE 6)*
- 5.) ****COPY OF THE ONLINE CONFIRMATION**-IF WE RECEIVE A VISA REQUEST WITHOUT A COPY OF THE ONLINE APPLICATION CONFIRMATION, VIP WILL COMPLETE THIS PROCESS ON THE APPLICANT'S BEHALF AND CHARGE AN ADDITIONAL \$30.00 SERVICE FEE IN ADDITION TO THE \$10.50 ONLINE FEE
**** DUE TO THE EXTREME SENSITIVITY OF THE CONSULATE AS TO HOW THE APPLICATION IS COMPLETED, WE RECOMMEND THAT THE APPLICANT AUTHORIZE VIP TO COMPLETE THE ONLINE APPLICATION ON THEIR BEHALF TO ENSURE THAT IT IS COMPLETED CORRECTLY AND THAT THERE ARE NO DELAYS IN PROCESSING (\$30.00 FEE).**
IF THE APPLICANT PREFERS TO COMPLETE THE ONLINE APPLICATION, CLICK HERE TO COMPLETE THE REQUIRED APPLICATION AND PAY THE \$10.50 ONLINE APPLICATION FEE, IN ADDITION TO THE CONSULATE VISA FEE
- 6.) **COPY OF MARRIAGE CERTIFICATE** *(IF VISITING A SPOUSE) OR A COPY OF YOUR BIRTH CERTIFICATE* *(IF VISITING A PARENT)* OR A COPY OF THEIR GOVERNMENT ISSUED DOCUMENT THAT SHOWS THE FAMILY RELATION/KINSHIP
- 7.) MINORS (UNDER 18 YEARS OF AGE) TRAVELING ALONE OR WITH ONE PARENT MUST SUBMIT A NOTARIZED LETTER OF AUTHORIZATION, IN EITHER ENGLISH OR ARABIC, SIGNED BY BOTH PARENTS OR LEGAL GUARDIANS. [CLICK HERE](#) FOR AN EXAMPLE OF THE MINOR AUTHORIZATION LETTER.
- 8.) **COPY OF THE OFFICIAL VISA ADVISE SLIP** *(THE VISA ADVISE SLIP IS A NOTE SHOWING THE NUMBER AND THE DATE OF THE VISA ISSUED BY THE MINISTRY OF FOREIGN AFFAIRS OR ANY OF ITS BRANCHES IN JEDDAH OR DAMMAM*
- 9.) **COPY OF IQAMA** *(FROM THE FAMILY MEMBER IN SAUDI)*

CONTINUED →



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10.) RELEASE LETTER (SEE PAGE 5)

11.) PROOF OF U.S. STATUS (PLEASE SUBMIT ONE OF THE FOLLOWING):

- FRONT AND BACK COPY OF VALID U.S. GREEN CARD
- ORIGINAL I-94 (<https://i94.cbp.dhs.gov/>) AND VALID U.S. VISA

12.) COPY OF THE TRAVEL ITINERARY (IF AVAILABLE)

VALIDITY: THE CONSULATE CAN ISSUE THE FAMILY VISIT VISA VALID FOR UP TO 1800 DAYS AND WILL ALLOW MULTIPLE ENTRIES FOR A STAY UP TO 6 MONTHS ON EACH ENTRY. THE FAMILY VISIT VISA DOES NOT GRANT THE APPLICANT THE RIGHT TO WORK OR RESIDE IN THE KINGDOM. THE LENGTH OF STAY AND HOW LONG THE VISA IS VALID FOR IS ISSUED AT THE SOLE DISCRETION OF THE VISA OFFICER.

CONULATE FEES: \$55.00 - SINGLE ENTRY VISA
\$140.00 - MULTIPLE ENTRY VISA

INVITATION LETTER: IF THE APPLICANT WILL TRAVEL TO SAUDI TO JOIN THEIR FAMILY MEMBER AND RESIDE IN SAUDI ARABIA YOU WILL NEED TO APPLY FOR A RESIDENT VISA (PLEASE SEE THE OTHER SET OF INSTRUCTIONS TITLED SAUDI ARABIA RESIDENT VISA).

SPECIAL PROCESSING FEES: THE COST OF ONLINE APPLICATIONS FOR VISAS BEING PROCESSED IN NEW YORK AND WASHINGTON D.C. ARE \$50.00 SERVICE FEE IN ADDITION TO THE CONSULATE'S \$10.50 ONLINE FEE.

REVISED: 8-11-2016 (JENN)

SAUDI CONSULATE LOCATIONS

EACH APPLICANT'S INVITATION INDICATES WHERE IT WILL BE PROCESSED. IF YOU ARE UNSURE AS TO WHERE YOURS WILL BE PROCESSED, PLEASE EMAIL OR FAX A COPY OF YOUR INVITATION TO OUR OFFICE AND WE WILL ADVISE WHICH APPLICATION YOU WILL NEED TO SUBMIT.

SAUDI ARABIA EMBASSY/CONSULATE LOCATIONS	
ENGLISH	ARABIC
HOUSTON	هيوستن
WASHINGTON, DC	واشنطن
NEW YORK	نيويورك

***IF YOUR INVITATION INDICATES A LOCATION OTHER THAN THE ONES LISTED ABOVE, PLEASE CONTACT OUR OFFICE FOR MORE INFORMATION**

HOUSTON CONSULATE

[CLICK HERE](#) FOR THE **HOUSTON** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA CONSULATE IN HOUSTON.

NEW YORK CONSULATE

[CLICK HERE](#) FOR THE **NEW YORK** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE SAUDI ARABIA CONSULATE IN NEW YORK.

WASHINGTON, D.C. EMBASSY

[CLICK HERE](#) FOR THE **WASHINGTON, D.C.** VISA APPLICATION FORM

- COMPANY LETTERS AND INVITATIONS MUST BE ADDRESSED TO THE INDONESIA EMBASSY IN WASHINGTON, D.C.

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RELEASE LETTER

DEAR CONSULATE OF SAUDI ARABIA,

I, _____, AUTHORIZE YOUR OFFICE TO DISCUSS THE STATUS OF AND THE RELEASE OF MY PASSPORT TO: STEPHEN LEIGHTON, DAN THE DURAN, ISRAEL GONZALES, JOHNNY PENA, PAUL HOLROYD, ERIK ROMERO, RUBEN JALAMO OR ANY REPRESENTATIVE OF VIP PASSPORT SERVICES, INC., MY AGENT IN PROCESSING MY VISA APPLICATION FOR SAUDI ARABIA.

THANK YOU FOR YOUR ASSISTANCE.

SINCERELY,

SIGNATURE: _____ DATE: _____

DATE OF ENTRY INTO SAUDI ARABIA: _____

*I WILL ENTER INTO SAUDI VIA AIR OR LAND: _____

DATE OF DEPARTURE FROM THE U.S.A.: _____

***IF YOU DO NOT LIST THAT YOU WILL BE ARRIVING VIA AIR OR LAND ON THE VISA APPLICATION AND OR ON THIS RELEASE LETTER YOU CAN EXPECT A DELAY IN PROCESSING YOUR APPLICATION.**